



DEPARTMENT OF INDUSTRIAL RELATIONS
Selection Services & Recruitment Unit
455 Golden Gate Avenue,
8th Floor, San Francisco, CA 94102
P (800) 564-0771 F (415) 703-4343



CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH APPEALS BOARD

Invites Applicants for the Position of

EXECUTIVE OFFICER

400-800-5486-001

***SALARY: \$8369 - \$9053**

The Appeals Board is a quasi-judicial administrative agency responsible for resolving citations issued by the Division of Occupation Safety and Health. Under the general policy and administrative direction of the Chairperson and Board, the Executive Officer who serves at the Board's pleasure, and provides administrative direction to a multi-disciplinary professional and administrative staff. The position is exempt from civil service and is located in Sacramento, CA. (*currently all State salaries are subject to a 4.6% salary reduction).

All applicants should possess the following desirable qualifications:

- Administrative experience – e.g., ability to prepare and administer the budgetary and fiscal control processes within in the state government.
- Demonstrated management and supervisory skills including, but not limited to, the ability to develop, organize and control the flow of work and the ability to manage professional and clerical staff within an office.
- Develops cooperative working relationships with representative of all levels of government, labor management, the public and the Legislative and Executive branches.
- Advise and assist the Chairperson and Board Members on a variety of policy and program issues.
- Provide consultation, guidance and leadership to administrative and professional staff.
- Regulatory experience including, but not limited to: preparation and submission of regulatory changes through the Office of Administrative Law and when required provide presentation to legislative representatives, Local, State and Federal agencies as well as the Media and the regulated Public.

The following qualifications are highly desirable:

1. Bachelor's Degree from an accredited institution of higher learning.
2. At least five (5) years of experience in management or policy influencing.
3. Experience in recruitment, training, evaluation and motivation of staff.
4. Understanding of the California Occupational Safety and Health Program

Interested applicants should submit a State application (form std.678), resume, and a one-page description of qualifications to:

Department of Industrial Relations
Human Resources Office
455 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
Attn: Johanna Collins, Examination Manager
Via email to: jcollins@dir.ca.gov
Or fax: (415) 703-4343

Applications will be accepted on a continuous basis until the position has been filled. All applications will be screened and only the most qualified will be scheduled for preliminary interview.

THE DEPARTMENT OF INDUSTRIAL RELATIONS PROVIDES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.